

REQUEST FOR EXEMPTION TO HIRING FREEZE

Agency/Department		Company #		Date	
Job Class Title		Job Class Code		Position #	
<input style="width: 50px;" type="text"/> % of General Fund <input style="width: 50px;" type="text"/> % Other Funds	Date Position Vacant	Reason for Vacancy			
Level of Work (Select One) <input type="checkbox"/> Management <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory					
Type of Work <input type="checkbox"/> Patient Care <input type="checkbox"/> Public Safety & Health <input type="checkbox"/> Revenue Producing <input type="checkbox"/> Inmate Custody & Control <input type="checkbox"/> Direct Social Services <input type="checkbox"/> Other <input style="width: 80px;" type="text"/>					
How is work being performed now? <input type="checkbox"/> Overtime <input style="width: 60px;" type="text"/> (weekly cost) <input type="checkbox"/> Position Currently Filled <input type="checkbox"/> Not Being Performed <input type="checkbox"/> Divided Among Others					
Why is the Commissioner recommending the hiring freeze be waived? Please address all alternatives considered for accomplishing the Agency's mission without additional hiring.					
Position Location		How many other similar positions in this location?			
BUDGET OFFICE USE					
Comments					
Signature					Date
ADMINISTRATIVE & FINANCIAL SERVICES USE					
Comments					
Signature					Date
DEPARTMENT OR AGENCY HEAD USE					
Received	Comments				
<input checked="" type="checkbox"/> Approval					
<input checked="" type="checkbox"/> Disapproval	Signature				Date